CA-PMM

Project Name: ELECTRONIC RECORDS SYSTEM (ERS)

OCIO Project #: 5160-46
Department: REHABILITATION
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Team Member to Project Manager

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Department: REHABILITATION
Reporting Period: *From:* 10/1/09 *To:* 10/30/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Access to virtual servers delayed to set up, verify and complete the "development" environment (development, test, training, conversion, etc.) Level of access required has been denied by OTech	Significant project slippages may occur if the development environment is not established by 11/1/2009	Work with OTech to establish COEMS "development" environment by 11/1/2009
2. Were any key milestones or deliverables rescheduled?	Yes	Furlough	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in. Submit SPR. This will remain as an outstanding item until SPR is approved
3. Was work done that was not planned?	No	No unplanned work was done	No impact to project since no unplanned work was done	Monitor schedule for any needed adjustments
4. Were there any changes to scope?	No	Scope remains consistent	No impact to project since scope has not changed	Monitor scope and change requests

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Project Manager to Sponsor

5. Were tasks added that were not originally estimated?	Yes	Decision to have COEMS "development" environment to have	Added tasks serve to monitor the progress of establishing the COEMS "development" environment	Work with OTech to establish COEMS "development" environment by 11/1/2009
6. Were any tasks or milestones removed?	No	None were removed as all were required to keep schedule on track	No impact to project since none were removed	Monitor schedule for any needed adjustments
7. Were any scheduled tasks not started?	Yes	Majority of tasks are dependent upon the establishment of the COEMS "development" environment. The other tasks need to be adjusted to reflect appropriate start and finish dates	Critical path will not be affected unless COEMS "development" environment is not established by 11/1/2009. Other tasks are not on the critical path	Work with OTech to establish COEMS "development" environment by 11/1/2009
8. Are there any new major issues?	Yes	Furlough	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in. Submit SPR #3. This will remain as an outstanding item until SPR is approved
9. Are there any staffing problems?	Yes	While staffing estimates remain unchanged, state furlough impacts availability	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved

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Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Significant project slippages may occur if the COEMS "development" environment is not established by 11/1/2009	Work with OTech to established COEMS "development" environment by 11/1/2009
2. Do any key milestones or deliverables need to be rescheduled?	No	Not at this time, see above	Not at this time, see above
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Project completion date extended to October 2011	Schedule has been re-baselined. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved

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Project Manager to Sponsor

8. Are any major new issues foreseeable?	Yes	Furlough impacted schedule	Schedule has been re-baselined. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved
9. Are any staffing problems anticipated?	Yes	Furlough impacted staff availability per schedule	Schedule has been re-baselined and furlough days have been factored in. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved

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Project Manager to Sponsor

Reporting Period: *From:* 10/1/09 *To:* 10/30/09

Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Interfaces Design sessions and Architecture Training completed. Approved Business Process Re-engineering Plan.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Production Environment Complete	7/23/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Training and Data Conversion Environment Complete	7/30/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Development Environment Complete	8/4/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Integration and System Test Environment Complete	8/4/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	

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Project Manager to Sponsor

Migration to Physical Environment	8/11/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Approval of System Architecture Design Document	9/23/09	10/21/09	Delayed	None	
Data Mapping Complete	10/27/09	11/30/09	Delayed	None at this time	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Milestones		x		See Project Milestones above. Production environment at OTech is pending verification of completion. For COEMS "development" environment, work with OTech to complete by 11/1/2009 to avoid any significant project slippages.
Deliverables		x		Deliverables tied to establishment of COEMS "development" environment are delayed. Work with OTech to complete development environment by 11/1/2009 to avoid any significant project slippages. For other deliverables, monitor vendor and team progress.
Resources	x			

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Project Manager to Sponsor

OneTime Cost		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Continuing Cost	x			

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Project Manager to Sponsor

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Production Environment Complete	7/23/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Training and Data Conversion Environment Complete	7/30/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Development Environment Complete	8/4/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Integration and System Test Environment Complete	8/4/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	
Migration to Physical Environment	8/11/09	11/1/09	Delayed	None at this time, schedule allows this to be delayed to 11/1 without impacting implementation date	

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Approval of System Architecture Design Document	9/23/09	10/21/09	Delayed	None	
Data Mapping Complete	10/27/09	11/30/09	Delayed	None at this time	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Milestones		x		See Project Milestones above. Production environment at OTech is pending verification of completion. For COEMS "development" environment, work with OTech to complete by 11/1/2009 to avoid any significant project slippages.
Deliverables		x		Deliverables tied to establishment of COEMS "development" environment are delayed. Work with OTech to complete development environment by 11/1/2009 to avoid any significant project slippages. For other deliverables, monitor vendor and team progress.
Resources	x			

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Sponsor to Executive Committee

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One Time Cost		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Continuing Cost	x			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score		Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0**	Green	Strong buy-in - customer and end users continue to voice support of the project and provide resources as requested. Customer is actively involved in design sessions with prime vendor
	Medium Degree of Buy-In	1			
	Low Degree of Buy-In	2			
2. Technology Viability	Strong Viability	0	**0**	Green	Technology remains effective, meets technical and operational needs of the department, including accessibility requirements
	Medium Viability	1			
	Weak Viability	2			
3. Status of the Critical Path (delay)	<5%	0	**1**	Yellow	Schedule re-baselined to integrate with prime vendor's schedule and furloughs. Project completion date extended to October 2011. Submit SPR #3. This will remain "Yellow" until SPR #3 is approved
	5% to 10%	1			
	>10%	2			
	<5%	0			Schedule re-baselined to integrate with prime vendor's
	5% to 10%	1			

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4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	>10%	2	**1**	Yellow	schedule and furloughs. Project completion date extended to October 2011 and subsequent increase in one-time project costs seen due to added project months. Submit SPR #3. This will remain "Yellow" until SPR #3 is approved
5. High-Probability, High-Impact Risks	0 to 3	0	**1**	Yellow	Scoring consistent with number of high level risks reported at this time
	4 to 6	1			
	>6	2			
6. Unresolved Issues (on time resolution)	On time	0	**0**	Green	No unresolved issues reported at this time
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	**0**	Green	Sponsor/PM meetings are ongoing. Sponsor actively participates in steering committee and kick-off meetings
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	**0**	Green	Project is tightly aligned with the department's mission and strategic plan
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	**0**	Green	Project remains critical to the achievement of the department's mission and goals
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	Consultants supporting the project and prime vendor are providing deliverables as required in their contracts
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**1**	Yellow	Milestones related to development and production environments at OTech delayed
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**1**	Yellow	Deliverables tied to establishment of development environment at Otech are delayed
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**	Green	Resources as planned are available at this time except on furlough days
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	No overtime utilization reported
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	Team meets regularly and actively reviews deliverables
	Moderately Effective	1			
	Ineffective	2			
		Total	**5**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

The prime vendor and all consultants supporting the project are providing deliverables as required in their contracts. The IPOC has left and the DOR is in the process of interviewing a replacement.